

**9 JULY 2004**



**Personnel**

**SENIOR AIRMAN BELOW-THE-ZONE (BTZ)  
PROMOTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 30 MSS/DPMP  
(TSgt M. Scantlebury-Hall)

Certified by: 30 MSS/DPM  
(TSgt M. Scantlebury-Hall)

Pages: 10  
Distribution: F

---

This instruction implements AFI 36-2502, *Airman Promotion Program*. It establishes and standardizes the procedures for the Vandenberg AFB Senior Airman BTZ Promotion Program. As defined within, this instruction is applicable to large and small units. Maintain and dispose of records created as a result of the processes described in this instruction in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and Air Force WebRIMS Records Disposition Schedule located at <https://webrims.amc.af.mil/rds/index.cfm>. Refer recommended changes and conflict to 30MSS/DPMP, 1031 California Blvd, Suite C-203, Vandenberg AFB CA 93437, on Air Force (AF) Form 847, **Recommendation for Change of Publication**.

**1. Program Objective.** The Senior Airman BTZ Promotion Program is designed to provide exceptionally well-qualified airmen first class (A1C) a one-time opportunity to be considered for promotion to senior airman 6 months prior to the fixed fully qualified phase point.

**2. Responsibilities.** Responsibilities for the Senior Airman BTZ Promotion Program are as follows:

2.1. 30 SW/CC:

2.1.1. Serves as the promotion authority for both wing and associate units.

2.1.2. Establishes written administrative procedures for the Senior Airman BTZ Promotion program.

2.1.3. Approves quota distribution based on 15 percent of eligibles (see **Paragraph 4.**). 30SW/CC may delegate approval of quota distribution to 30MSS/DPM, Military Personnel Flight (MPF) Commander.

2.1.4. Serves as final approval for all unit requests to submit more than one nominee to meet the central base board (CBB).

2.2. 30 SW/CCC appoints a board president for each CBB in the enlisted grade of chief master sergeant (CMSgt). If a CMSgt is unavailable, a SMSgt may be appointed board president.

2.3. 30MSS/DPMPE:

2.3.1. Administers SrA BTZ promotion program in accordance with AFI 36-2502, paragraph 2.2.2. through 2.2.5., and current Air Force Personnel Center guidance.

2.3.2. Appoints a board recorder in the grade of SrA or higher for each CBB.

2.4. Unit commanders of small units (units with 6 or less eligibles):

2.4.1. Review the eligibility listing provided by 30 MSS/DPM to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements, even if member is TDY, on leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (see **Paragraph 5.**) for that quarter's selections.

2.4.2. Ensure all eligible members meeting the TIS and TIG requirements are informed of their eligibility and receive a records review RIP so he/she can review data for verification.

2.4.3. Nominate unit member(s) to meet the CBB based on the following criteria:

2.4.3.1. Member does not have any promotion ineligibility condition listed in AFI 36-2502, Table 1.1.

2.4.3.2. Contents of enlisted performance reports (EPR).

2.4.3.3. Contents of personal information file.

2.4.3.4. Discussion with supervisory chain of command and First Sergeant. Each unit may submit one nominee to the CBB for consideration however, under extraordinary circumstances, a unit may request more than one member be considered. The approval authority to submit more than one candidate is the wing commander and this must be accomplished prior to the scheduled CBB date.

2.4.4. Ensure directed by headquarters (DBH) EPRs are prepared and on file for each airman identified on Parts I and II of the unit eligible listing who does not have at least one EPR in his/her record. DBH EPRs must be on file prior to determining unit nominee(s). EPRs will close out no later than the 15th day of the 1st processing month (see **Paragraph 5.**) If the airman has less than 60 days supervision, the EPR will close out on the date 60 days of supervision is acquired. Ensure five copies of the selection folder contents (see **Paragraph 6.**) are forwarded to 30MSS/DPMPE NLT 1 week prior to the CBB.

2.5. Unit commanders of large units (units with 7 or more eligibles):

2.5.1. Conduct a unit-level board following the guidance outlined in **Attachment 2.**

2.5.2. Ensure DBH EPRs are prepared and on file for each airman identified on Parts I and II of the unit eligible listing who does not have at least one EPR in his/her record. DBH EPRs must be on file prior to conducting the board. EPRs will close out no later than the 15th day of the 1st processing month (see **Paragraph 4.**) If the airman has less than 60 days supervision, the EPR will close out on the date 60 days of supervision is acquired.

2.5.3. Ensure selectee(s) does not have a promotion ineligibility condition listed in AFI 36-2502, Table 1.1.

## 2.6. Board president of CBB:

2.6.1. Oversees the CBB process.

2.6.2. Nominates three to five voting board members for each CBB in the enlisted grade of MSgt or higher. Every effort should be made to ensure board members do not have nominees meeting the board.

2.6.3. Ensures board members are briefed and follow the CBB instructions ([Attachment 2](#)).2.6.4. Ensures board members are administered the board oath ([Attachment 3](#)).2.6.5. Ensures board report is completed in accordance with [paragraph 2.8.](#), approved by 30SW/CC and returned to 30MSS/DPMPE for final processing.2.7. Board members of CBB follow the instructions in [Attachment 2](#) to score nominees' packages.

2.8. The board recorder will prepare the board report that will include, at a minimum, a list of board members, board recorder, order of merit (identifying total score and select/nonselect status), and cut-off score. Board recorder will also ensure the report is signed by the board president and board recorder.

**3. General Program Information.** Vandenberg AFB will have one CBB each quarter consisting of all nominees from all of the small units on the base. There will not be separate boards for each MAJCOM represented on base.

3.1. SrA BTZ Promotion Boards are held the last month of each quarter (Mar, Jun, Sep, Dec).

3.2. Individuals in AFSCs 1C2X1 and 1T2X1 are ineligible for BTZ consideration IAW AFI 36-2502, paragraph 2.2.

3.3. There is no requirement for any board to use its full quota.

3.4. A projected BTZ promotion can not be placed in withhold status. If there is a quality indicator that affects promotion, member should be nonrecommended for promotion and the first alternate is promoted in the original selectee's place.

**4. Quotas.** The quota equals the number of eligibles multiplied by 15 percent. For example, 13 eligibles x 0.15=1.95, or 2 BTZ quotas (**NOTE:** Fractions of 0.5 or more are rounded up).

**Table 1. Distribution:**

ELIGIBLES	QUOTAS	ELIGIBLES	QUOTAS
7-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5	64-69	10

## 5. PROCESSING CYCLES.

**Table 2. Processing Cycles**

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
JAN-FEB	MAR	APR-JUN
APR-MAY	JUN	JUL-SEP
JUL-AUG	SEP	OCT-DEC
OCT-NOV	DEC	JAN-MAR

## 6. BOARD COMPOSITION.

6.1. CBB will consist of the following: The standard will be for all BTZ candidates to meet the CBB. Service dress uniform will be worn. If any candidate is TDY, 30SW/CCC may determine that a “records only” board be conducted.

6.1.1. A board president appointed by the 30SW/CCC in the enlisted grade of SMSgt or higher.

6.1.2. Three to five voting board members appointed by the board president that serve in the enlisted grade of MSgt or higher.

6.1.3. A non-voting recorder appointed by the 30MSS/DPMP in the enlisted grade of SrA or higher.

6.2. Boards held by large units can be either “records only” or require a personal appearance. They will consist of the following:

6.2.1. A board president appointed by the squadron commander in the enlisted grade of SMSgt or higher. If no SMSgt or CMSgt are assigned then squadron commander may appoint a MSgt as board president.

6.2.2. Three to five voting board members appointed by the squadron First Sergeant that serve in the enlisted grade of technical sergeant or higher.

6.2.3. A non-voting recorder appointed by the board president in the enlisted grade of SrA or higher.

**7. Selection Folders.** Selection folders are comprised of the BTZ RIP, copies of all EPRs, copies of all decoration citations, and if nominee has had significant accomplishments that occur after the closeout of the most recent EPR, supervisor may submit up to 10 bullet lines on bond paper (Times New Roman, 12 point font). All members who are TIS and/or TIG eligible for BTZ consideration must have an EPR on file.

**8. Scoring Process.** Records will be scored using a 6-10 scoring system ([Attachment 1](#)). There cannot be more than a one point difference between board members’ scores. If there is greater than a one-point difference, the board must resolve the difference ([Attachment 2](#)).

## 9. Processing Errors.

9.1. Prior to Announcement. If an individual should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders will consider the airman and adjust selections accordingly (this does not apply to airmen who are gained and it has been determined they were not considered by their losing base; see supplemental BTZ consideration). The CBB will reconvene to consider small unit eligibles and selections are adjusted accordingly.

9.2. After Announcement. If an individual should have been considered during the current quarter board and the error is discovered after selections are announced, supplemental promotion consideration procedures apply (see **Paragraph 10.**). Adjustments will not be made to the gaining unit/base quota if the error is discovered and an individual should have been considered by their losing base. Every effort should be made to ensure the individual is considered by their losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current commander recommendation) should be requested by the gaining base.

## **10. Supplemental BTZ Consideration.**

10.1. Commanders may request supplemental BTZ consideration for individuals that should have been considered by a previous board and the error was not discovered until after promotions were announced. After obtaining unit commander's recommendation, the MPF forwards fully documented supplemental requests to HQ AFPC/DPPPWM for consideration via e-mail. It is imperative supplemental BTZ consideration is requested only when the unit commander concurs with consideration. Additionally, if the basis for the supplemental request is because the individual did not receive fair consideration (or was not considered at all at their last duty station), contact the losing unit and MPF before requesting supplemental consideration, and forward this information along with the supplemental request. This will assist HQ AFPC/ DPPPWM in determining if supplemental BTZ consideration is appropriate. HQ AFPC/ DPPPWM will respond with further instructions. If selected, members may apply for a retroactive change to their effective date according to AFI 36-2502, paragraph 1.13.

10.2. It is the responsibility of the individual, supervisor and commander to ensure an individual has been properly identified as eligible, is nominated IAW program policies and the data on the BTZ RIP is accurate and complete prior to the board. Supplemental consideration will not be given for the following reasons:

10.2.1. Incorrect data reflected on the BTZ RIP.

10.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ output products or in the UPRG.

10.2.3. BTZ eligibility listing not returned to 30 MSS/DPM or individual was "overlooked" on the listing.

10.2.4. Nomination package, additional EPR, decoration or 10-liner was not completed, submitted and/or approved in time to meet the board.

## **11. Notification Process.**

11.1. Small Units. Once board report is approved by 30 SW/CC, 30 MSS/DPM will notify group commanders or designated representatives of the results for release. Unit commanders with a selectee(s) will provide a written promotion recommendation letter to 30 MSS/DPM prior to the pro-

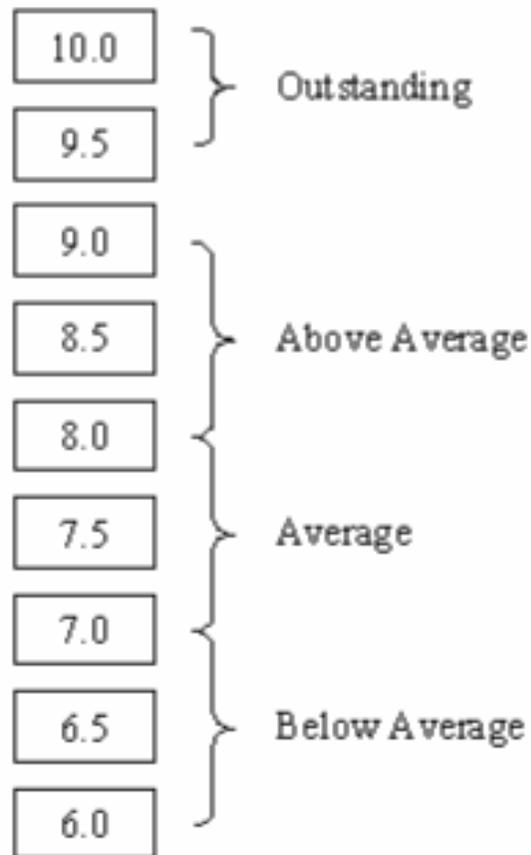
motion effective date. This may be accomplished by adding the name(s) to the monthly promotion selectees listing or completing a separate memorandum.

11.2. Large Units. Upon conclusion of the board, unit commander will notify the member and provide a written promotion recommendation letter to 30 MSS/DPM prior to the promotion effective date. This may be accomplished by adding the name(s) to the monthly promotion selectees' listing or completing a separate memorandum.

FRANK GALLEGOS, Colonel, USAF  
Commander, 30th Space Wing

**Attachment 1**  
**SCORING SCALE**

**Figure A1.1. Scoring Scale.**



**Table A1.1. Scoring Scale.**

10	Absolutely Superior	Outstanding
9.5	Outstanding Record	Outstanding
9	Few Could Do Better	Above Average
8.5	Strong Record	Above Average
8	Slightly Higher Than Average	Average
7.5	Average	Average
7	Slightly Below Average	Below Average
6.5	Well Below Average	Below Average
6	Lowest Potential	Below Average

## Attachment 2

### BOARD INSTRUCTIONS

**A2.1.** Approximately two days prior to the CBB convening date, each board member will receive a BTZ binder with the information outlined in paragraph 7. of this instruction.

**A2.2.** Prior to board date, each board member will independently assign a score of 6.0 through 10.0 to each nominee (**Attachment 1**) and align the nominees in relative order of merit on a best-qualified basis. Scoring will be done on one-half point increments using the “whole person concept” (there will be no separate point allocation for each area):

A2.2.1. Performance

A2.2.2. Professional Competence

A2.2.3. Leadership

A2.2.4. Job Responsibility

A2.2.5. Breadth of Experience

A2.2.6. Specific Achievements

A2.2.7. Education

A2.2.8. Community Involvement

A2.2.9. Board members need to keep their scoring notes to use during the board.

**A2.3.** Board Proceedings.

A2.3.1. The board president will monitor the entire board process and advise the board members on all proceedings.

A2.3.2. The board president will administer the oath to voting board members and the non-voting recorder.

A2.3.3. The board recorder will collect score sheets and compile a composite board score ranging from a minimum of 18 (6-6-6) to a maximum of 30 points (10-10-10) for each nominee (assuming there are only three board members). The range will need to be adjusted for additional board members. The score is then multiplied times 15 to determine the final score. **NOTE:** CBB board members will not score the packages of any nominee from their unit.

A2.3.4. Board members will not discuss individual nominees' scores until after the composite board score is completed. This ensures each board member scores the record independently and fairly.

A2.3.5. The board recorder will identify any record, which has been scored with a difference of more than one point between any of the board members (e.g. 8.5, 8.0, and 7.0). This is termed a split vote and will be returned to the board for resolution. At this point, all board members will discuss the record openly among themselves regarding their reasoning. Only those board members that caused the split are allowed to change their scores. This ensures consistency of scoring and eliminates the possibility that the action of any one board member will have a major impact, either positive or negative, on any individual's board score.

A2.3.6. The board will choose the BTZ selectees, not exceeding the board quota, and a first alternate selectee.

A2.3.7. The board president will only score packages affected in the case of a tie.

**Attachment 3**

**OATH/ACKNOWLEDGEMENT SHEET**

OATH

(Given by the Board President)

I SOLEMNLY SWEAR THAT I WILL WITHOUT PREJUDICE  
OR PARTIALITY HAVING IN VIEW BOTH THE SPECIAL FITNESS  
OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES  
AIR FORCE PERFORM THE DUTIES IMPOSED UPON ME.

\*\*\*\*\*

ACKNOWLEDGEMENT

The below named individuals have been briefed by the board president, and by signing below, acknowledge and accept responsibility to perform the duties for this below-the-zone promotion board.

Name	Signature
------	-----------

Board President \_\_\_\_\_

Board Member \_\_\_\_\_

Board Recorder \_\_\_\_\_